

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-15
TOPIC:	STUDENT MEDICAL INFORMATION	PAGE:	1 of 1
REVIEW DATE:	June 2018	DATE:	June 2013
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It is important that staff are aware of medical problems of students which can affect their functioning and safety while at school or on school-sponsored activities. Parents/guardians must make medical information available to the school so that in case of a medical emergency, information is quickly available.

School Board Responsibilities

1. Every effort is to be made to have up to date medical information on file for every student.
2. The medical information must be taken on all out of school programs for students receiving essential health services or having Emergency Action Plans.
3. The medical information may be taken on out of school programs for all students.
4. If a student has to be sent to a hospital or doctor by someone other than a parent or guardian, the medical information must accompany the student.
5. School personnel (e.g., coach, activity supervisor, etc.) must receive a completed "Permission to Participate Form" and the form must be kept on file for each student.
6. All requests to the Principal requesting the provision of an essential health service, including the dispensing of any oral/topical medication (prescription or non-prescription,) shall be in writing and be accompanied by a physician's authorization to provide such service. The authorization shall specify the name of the medication, the dosage, the frequency, the storage requirements, the method of administration, the date for which the authorization applies (when applicable), and possible side effects (Administrative Procedure 3-12, Appendix A and B).
7. Confidential information referred to in this Policy is to be accessible only to appropriate supervisory, educational and medical personnel. Law enforcement and transportation personnel may be given access under unusual circumstances involving the health and safety of students. Compliance to the *Personal Health Information Protection Act* is required throughout the offices and schools of the District School Board of Niagara.
8. Student Medical Information Records must be retained as per the District School Board of Niagara Retention Schedule, and securely destroyed upon completion of the full retention requirement.

References

Policy G-16: Administering Emergency Health Services to Students

Policy G-17: Provision of Health Support Services to Students

Administrative Procedure 1-14: Permission to Participate in Curricular (Physical Education) and Extra-Curricular Athletic Programs

Administrative Procedure 3-12: Administering Health Support Services to Students

Administrative Procedure 3-13: Anaphylaxis (Severe Allergies, Food Allergies, Insect Bites, etc.)